

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

PAYROLL CLERK

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list or Lateral Transfers  
**Location:** Hartford, CT  
**Hours:** 40  
**Salary:** \$40,814 - \$53,525  
**Closing Date:** April 19, 2013

**Eligibility:** Candidates must have passed the Payroll Clerk examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Payroll Clerk, or have attained permanent status in either class since their most recent hire date.

**Position Description:** The Department of Children and Families has a vacancy for one full-time (40 hours) Payroll Clerk position.

**General Experience:** Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

**Special Experience:** One (1) year of the General Experience must have involved payroll preparation.

**Substitutions Allowed:** (1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. (2) One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

**Please note:** The filling of this position shall be in keeping with established reemployment and SEBAC employment obligations.

Interested candidates may fax or mail a state application (CT-HR-12), resume, letter of intent, (for state employees) two most recent performance appraisals all others must submit three (3) letters of professional references at 860-707-1952.

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: 860.707.1952

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.